

Medication Administration Training Checklist

School _____

Employee Trained _____

Policies and Procedures

1. Understands their legal authorization to give student medication after training?
2. Understands the school district's policy of medication administration?
3. Understand their role in confidentiality of student health information?
4. Demonstrates the ability to follow school policy despite parental pressure?
5. Has basic understanding of the absorption of oral medication?
6. Understands their role and when to contact the school nurse, parents or emergency personnel?
7. Demonstrates ability to read a pharmacy label?
8. Can recognize signs and symptoms of an allergic reaction?
9. Understand when a medication error has happened and knows how to respond?

Record Compliance/Maintenance:

10. Demonstrates knowledge and ability to:
Document when medications are given.
Locate emergency contact information.
Locate the students' files and information as needed.

[illegible]

Medication Administration:

11. Demonstrate ability to administer:
Oral medication ?
Asthma inhalers?
Epinephrine auto injector?

Yes	No	Yes	No	Yes	No
Yes	No	Yes	No	Yes	No
Yes	No	Yes	No	Yes	No
Yes	No	Yes	No	Yes	No
Yes	No	Yes	No	Yes	No
Yes	No	Yes	No	Yes	No

12. Demonstrates ability to administer medication:
For the eye?
For the ear?
For the nose?